



# pennsylvania

OFFICE OF OPEN RECORDS

## STANDARD RIGHT-TO-KNOW REQUEST FORM

**DATE REQUESTED:** Feb. 28, 2019

**REQUEST SUBMITTED BY:** ☐ E-MAIL ☐ U.S. MAIL ☐ FAX ☐ IN-PERSON

**REQUEST SUBMITTED TO (Agency name & address):** The West Manchester Township Police Department,  
380 E. Berlin Road, York, PA 17408.

**NAME OF REQUESTER:** Dylan Segelbaum

**STREET ADDRESS:** 1891 Loucks Road

**CITY/STATE/COUNTY/ZIP(Required):** York, PA 17408

**TELEPHONE (Optional):** (717) 916-3981 (cell) **EMAIL (optional):** dsegelbaum@ydr.com.

**RECORDS REQUESTED:** *\*Provide as much specific detail as possible so the agency can identify the information.  
Please use additional sheets if necessary*

I am requesting the following documents:

- Copies of written memos, procedures and policies on how police officers are to conduct prostitution investigations.
- If possible, please provide any responsive records via email to dsegelbaum@ydr.com.

**DO YOU WANT COPIES?** ☐ YES ☐ NO

**DO YOU WANT TO INSPECT THE RECORDS?** ☐ YES ☐ NO

**DO YOU WANT CERTIFIED COPIES OF RECORDS?** ☐ YES ☐ NO

**DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$25?** ☐ YES ☐ NO

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

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### FOR AGENCY USE ONLY

**OPEN-RECORDS OFFICER:**

*Drash*

☐ I have provided notice to appropriate third parties and given them an opportunity to object to this request

**DATE RECEIVED BY THE AGENCY:**

*3/4/19*

**AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:**

*3/11/19*

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

March 11, 2019

Dylan Segelbaum  
York Daily Record  
1891 Loucks Road  
York, PA 17408

Re: Right-To-Know Request Denial

Dear Mr. Segelbaum,

Please be advised that we are in receipt of your open records request dated February 28, 2019, and a copy of the request is attached for your records.

These records do not exist in the format that you requested. Our Agency does not have to create any records and format them to these specifics. Therefore, I am denying your request and will not be forwarding any records.

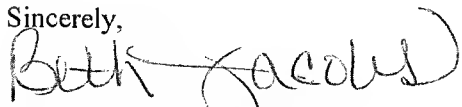
If you wish to appeal this decision, appeals must be submitted to the office of Open Records and should be sent to the Office of Open Records, Commonwealth Keystone Building, 400 North St., 4<sup>th</sup> Floor, Harrisburg, PA 17120-0225.

All appeals must be in writing and shall include the following information that may be submitted using the Appeals Forms found on <http://openrecords.state.pa.us>

- A copy of the Right to Know Request
- A copy of the denial letter submitted by the Agency – If the agency does not respond in writing within five business days, the request is “deemed denied” and can be appealed.
- State the grounds you believe the record is a public record.
- Address grounds that the Agency raised in its denial.

If you require any additional information or have any questions regarding this matter, please do not hesitate to contact me at (717) 792-9514.

Sincerely,



Beth Jacobs, Office Manager  
Right to Know Officer  
West Manchester Township Police Department

Cc: Kelly Kelch, Township Manager